



JOB DESCRIPTION

Department:	Head's Office
Post:	Senior Office Assistant
Responsible to:	Executive Assistant
Job Purpose:	To provide professional and confidential administrative support to the Head's Office, ensuring the efficient and effective running of daily business.

MAIN DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Senior Office Assistant listed below are not exhaustive. It is anticipated that these duties and responsibilities may change from time to time.

- o Safeguarding children is the responsibility of all members of Millfield staff.
- o Forward planning in conjunction with the Executive Assistant to ensure key deadlines are met.
- o Ensure a high standard of administrative and management support to the Head's Office, working under the supervision of the Executive Assistant, but able to show initiative in delegated duties, seeking advice where appropriate.
- o Drafting and sending communications.
- o Coordination of scheduled meetings and appointments so that the Head's daily schedule flows smoothly and efficiently with limited disruptions.
- o Pro-active management of the Head Office's inbox and workflow in liaison with the Executive Assistant, to ensure that appropriate items are promptly acknowledged, actioned or delegated.
- o Maintain efficient filing and documentation retrieval systems for the Head's Office.
- o Assist with hospitality and event requirements including booking catering and sending invitations on behalf of the Head.
- o Prepare agendas and take minutes for meetings, as required.
- o Any other duties that your line manager sees fit, providing that such duties are appropriate to your role.

PERSON SPECIFICATION

- o At least 2 years successful experience in a comparable role.
- o Discretion and confidentiality.
- o Well-organised with the ability to prioritise competing demands whilst maintaining a strong attention to detail.
- o Ability to work quickly, calmly and professionally under pressure.
- o Exceptional written and verbal communication skills, with the ability to liaise with a wide range of audiences.
- o Confident in the use of Microsoft Office packages: Word, Excel, PowerPoint and Outlook.
- o Flexible approach and the ability to adapt to changes in working methods and approaches.
- o Understand and comply with Child Protection procedures.

Millfield School is committed to providing a safe and inclusive environment for all. We are a community that celebrates diversity, supporting our pupils and employees to be brilliant as individuals.

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Specific safeguarding responsibilities for this position are outlined in the job description. Offers of employment are subject to satisfactory safeguarding checks including, but not limited to, Enhanced DBS clearance. All positions within the school are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Be kind, be individual, be brilliant. Millfield School, where being an individual is recognised as the key to brilliance.

☐ I understand the duties and commitment statement listed above.

☐ I require clarification of the duties listed above.

Signed:

Print Name:

Date: